

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 5-8				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-D-14-001			Contract Period   01/01/2014   To   12/31/2018 Base                      Option Period Number           4			Title of Work Assignment/SF Site Name Graphic Design and Tech Edit				
Contractor SCIENTIFIC CONSULTING GROUP, INC, THE					Specify Section and paragraph of Contract SOW					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   04/03/2018   To   12/31/2018				
Comments: This WA is a continuation of support of the graphic design and technical editing. See the attached SOW. It provides 40 hours to prepare the work plan & cost estimate and to begin the WA. This work does not duplicate any previous or current work.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:                      Cost/Fee:                      LOE: 01/01/2014   To   12/31/2018										
This Action:   										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:                      Cost/Fee                      LOE:										
Cumulative Approved:                      Cost/Fee                      LOE:										
Work Assignment Manager Name    Marisa Savoy  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-343-9237 FAX Number:			
Project Officer Name    Annette Johnson  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: 202-343-9489 FAX Number:			
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>							Branch/Mail Code: Phone Number: FAX Number:			
Contracting Official Name    Christian Ford-Cannon  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>4/3/2018 (Date)</div> </div>							Branch/Mail Code: Phone Number: 919-541-2147 FAX Number:			

## WORK ASSIGNMENT

<b>CONTRACTOR:</b>	<b>Scientific Consulting Group, Inc.</b>
<b>CONTRACT NUMBER:</b>	EP-D-14-001
<b>WORK ASSIGNMENT NO:</b>	5-8
<b>WORK ASSIGNMENT TITLE:</b>	Graphic Design and Technical Editing Support
<b>WORK ASSIGNMENT COR:</b>	Marisa D. Thornton (thornton.marisa@epa.gov) EPA/ORIA/RPD/CRIO (6608T) 1200 Pennsylvania Ave, NW Washington, DC 20460 202-343-9237  Alternate WACOR Tony Nesky (nesky.tony@epa.gov) EPA/ORIA/RPD/CRIO (6608T) 1200 Pennsylvania Avenue, NW Washington, DC 20460 202-343-9597
<b>PERIOD OF PERFORMANCE:</b>	April 3, 2018 - December 31, 2018

### I. BACKGROUND

The mission of the U.S. Environmental Protection Agency's (EPA) Office of Radiation and Indoor Air (ORIA) is to protect the public and the environment from harmful exposures to radiation including radon. To assist in carrying out this mandate, it is the responsibility of the Radiation Protection Division (RPD) to establish general environmental protection standards, inform the public, interest groups, and other stakeholders of protection measures, and increase understanding of radon and other radiation issues inside and outside of their homes. In order to accomplish this mission, RPD must be prepared with documents providing up-to-date information that is clear, concise, and easy to understand in order to maintain and enhance the credibility of both EPA and the Office of Radiation and Indoor Air.

### II. PURPOSE

The purpose of this work assignment is to obtain contractor support for EPA's Radiation Program communications and outreach projects and activities. This support includes: graphic design and layout of documents and information materials; providing assistance designing Web materials; and editing documents for grammar, spelling and comprehension.

**In meeting the requirements of this work assignment, the contractor shall be in a support role and will NOT be involved in the development of EPA policy, nor in any other activity that is an "Inherently Governmental function."**

### **III. SCOPE OF WORK**

#### **Task 1: Prepare Work Plan and Cost Proposal**

The contractor shall submit to the work assignment manager within 20 calendar days of the approved work assignment, work plan that details the contractor's approach for accomplishing the Work Assignment, including a schedule of deliverables, staffing plan (with statements of experience), estimated labor hours and a detailed cost proposal on a task-by-task basis.

The cost proposal shall be submitted to the work assignment manager within 20 calendar days of the effective date of the approved work assignment. The cost proposal shall include the details of the contractor's approach for accomplishing the work assignment, including a schedule of deliverables, staffing plan (with statements of experience), estimated labor hours and detailed cost on a task-by-task basis.

#### **Task 2: Guidance and Technical Meeting with EPA WACOR**

The Contractor shall meet with the EPA WACOR to discuss particulars concerning the work assignment within 5 working days of the effective date of this work assignment.

Subsequently, the Contractor shall meet with the EPA WACOR on an as-needed basis to receive EPA guidance and discuss issues regarding all tasks indicated. The times and dates for these meetings shall be determined by the EPA WACOR through technical direction. Meeting agendas will be finalized at the start of each meeting and will include agenda items from EPA WACOR and the Contractor. The EPA WACOR and the Contractor will hold meetings in the Contractor's office, at the EPA WACOR's office (Washington, DC) or via webinar/telephone.

#### **Deliverables:**

The Contractor shall setup and attend meetings as requested by the EPA WACOR. Detailed meeting notes should be save to EPA's Sharepoint and provided to the EPA WACOR within 5 working days of each meeting. For cost purposes, estimated 15 meetings during the of life contract.

#### **Task 3: Materials Development, Layout and Graphics Design**

The contractor shall create materials including, but not limited to: brochures, presentations, web pages, fact sheets, handouts, posters, exhibits, technical report templates, report covers for the Radiation Protection Program. Work performed under this task will be specified by the WACOR via technical direction. **(SOW References: Section F Part 2)**

#### **Deliverables:**

The Contractor shall provide materials as directed by the WACOR's TD and schedule will be discussed. For cost purposes, estimates are as follow:

Graphics Design: 12 posters or exhibits (ex. PAG Comm Tools, TENORM, NESHAPS etc.) 4 brochures or factsheets, 7 interactive graphic and 2 report covers.

#### **Task 4: Technical Editing**

The contractor shall edit documents created by EPA's radiation program for grammar, spelling and comprehension. The types of documents under this task may include emergency response pre-scripted questions and answers, federal radiation guidance technical documents, radiation regulation fact sheets and other supporting material. Work performed under this task will be specified by the WACOR via technical direction. **(SOW References: Section B Part e)**

#### **Deliverables:**

The Contractor shall provide materials as directed by the WACOR's TD and schedule will be discussed. For cost purposes, technical editing estimates are 1-2 factsheets or webpage.

#### **IV. TIME SCHEDULE AND DELIVERABLES**

Specific completion dates will be developed when time frames are clear and will be specified via written technical direction (TD). All work assignment deliverables must be provided in MS Word and pdf or PowerPoint, or other specified software, as appropriate. Software used must be compatible with ORIA software and equipment. Final deliverables must be provided to EPA electronically and, for printing and reproduction purposes also on CD unless otherwise specified in the TD.

<b><u>TASK NO;</u></b>	<b><u>DELIVERABLE</u></b>	<b><u>DUE DATE</u></b>
Task 1.	Work Plan, Proposed Budget, and Staffing Plan	Within 20 calendar days after receipt of approved work assignment.
Task 2.	Initial Meeting with EPA WACOR Meetings and Meeting Notes	Within 5 working days after approval of approval of WA; Ongoing
Task 3.	Materials Development, Layout and Graphics Design Draft and Final Materials	As specified in TD.
Task 4.	Technical Editing	As specified in TD.

#### **ADDITIONAL WORK ASSIGNMENT REQUIREMENTS**

The Work Assignment Manager (WACOR) or Alternate WACOR is authorized to provide technical direction that clarifies the Statement of Work as set forth in this work assignment. Technical direction will be issued in writing or confirmed in writing by the WACOR within five (5) calendar days of verbal issuance. The WACOR will forward a copy of the technical direction to the Project Officer. The EPA WACOR will provide written technical direction for all work performed by the contractor under tasks 2 of this work assignment. The WACOR will forward a copy of the technical direction to the Project Officer.

Final copies for all documents and materials must meet EPA print specifications. Web materials must meet Agency web standards, including Section 508 requirements. Materials should be developed in MS Word and PDF formats or, if applicable, other specified software programs as agreed-upon by the contractor and WACOR or in the technical direction.

A monthly progress and financial report shall be provided in accordance with the terms of the contract.